Gasoline Inventory Tracking & Verification Worksheet

Month & year		Facility							You can copy this worksheet as needed, or download an electronic version (Excel format) from *http://commerce.wi.gov/ER/ER-BST-InventoryControlRecordTemplates.html*.
Type of product:		Address							
Tank capacity		Tank number							

Date	Opening inventory (inches / gallons)	Amount delivered	Amount sold	Calculated inventory	Closing inventory	Daily variance (±)	Cumulative variance (±)	Water depth (to 1/8 inch)	Initials
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Totals									

If using Inventory Control, allowable variance -->   **Meet requirements?**   Y   N

Using the Worksheet

To use this worksheet, record gasoline amounts in gallons every day for Opening inventory, Gasoline delivered into the tank, Gasoline sold, and Closing inventory. When checking for water in the tank, record Water depth to 1/8 inch. Initial your entries for each day.

To keep track of your monthly throughput and perform inventory verification, do these calculations as follows and record the amounts on the worksheet:

Monthly total gasoline delivered or sold for this tank = sum of gasoline delivered or sold on all days during the month.

Monthly gasoline throughput = total gasoline delivered or sold during the month.

Calculated inventory = Opening inventory + Gasoline delivered – Gasoline sold.

Daily variance = Closing inventory – Calculated inventory.

Monthly total variance = sum of daily variances for all days of the month.

Cumulative variance = yesterday's cumulative variance + today's daily variance.

For Inventory Control, Allowable variance = 0.005 x Monthly total gasoline sold.

Inventory verification—reconcile your measurements every month to determine whether:

- a leak detection method has failed,
- unauthorized product mixing has occurred, or
- theft of product has occurred.